



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT

Community Development Block Grant Program (CDBG)

Community Investment Fund Grant Pre-Application

February 2005

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Director

**WASHINGTON STATE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2005 COMMUNITY INVESTMENT FUND GRANT PRE-APPLICATION**

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* This publication is available in an alternate format upon request.

2005 COMMUNITY INVESTMENT FUND GRANT PRE-APPLICATION

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OVERVIEW

This Community Investment Fund Pre-Application Handbook provides jurisdictions with the information necessary to determine whether or not the Community Development Block Grant (CDBG) Program's Community Investment Fund Program (CIF) is an appropriate resource to use to support their priority community and economic development projects.

Staff from the Department of Community, Trade and Economic Development (CTED) will use the information provided in a jurisdiction's completed CIF Pre-Application to determine the type of assistance that will be of most use to a jurisdiction given the current status of its project. The level of assistance that may ultimately be provided can vary from an offer of technical assistance to partial or full funding for implementation. Projects that appear ready for implementation will receive a commitment from CTED to reserve money, pending the jurisdiction meeting all of the state and federal program requirements related to the CDBG programs.

A total of \$5.1 million is available for CIF grants during 2005.

WASHINGTON COMMUNITY ECONOMIC REVITALIZATION TEAM

Projects that are being proposed for CIF funding must be ranked within the top three unfunded projects on a county's Washington Community Economic Revitalization Team's (WA-CERT) list of priority projects. CTED will also consider projects from applicants participating in one of the state's designated Rural Enterprise Community areas, as long as they are also included on the county's WA-CERT list.

The WA-CERT is a partnership between federal and state agencies, local and tribal governments, public ports, economic development councils, non-profit organizations and lending institutions. WA-CERT is not a funding source in and of itself. It is an information clearinghouse that is used to coordinate the technical and financial assistance that is potentially available from federal, state and other sources to support locally identified priority projects.

The WA-CERT process is a critical component of the CDBG Community Investment Fund. Activities happen at two levels:

- At the local level, projects are sorted and numerically prioritized within each county.
- At the statewide resource provider level, staff work to provide a coordinated response to locally identified priority projects.

More information about WA-CERT can be obtained by contacting CDBG staff or on the internet at <http://www.wacert.wa.gov>.

CIF APPLICATION PROCESS

PRE-APPLICATION SUBMITTAL

A Pre-Application may be submitted at any time. The Pre-Application should include the following items:

- Project Summary Form (page 7)
- Pre-Application Supplemental Questions (page 9)
- WA-CERT Project Proposal (page 11)
- Contact List (page 14)
- CIF Pre-Application Checklist (page 15)

HOW MANY AND WHERE TO SEND

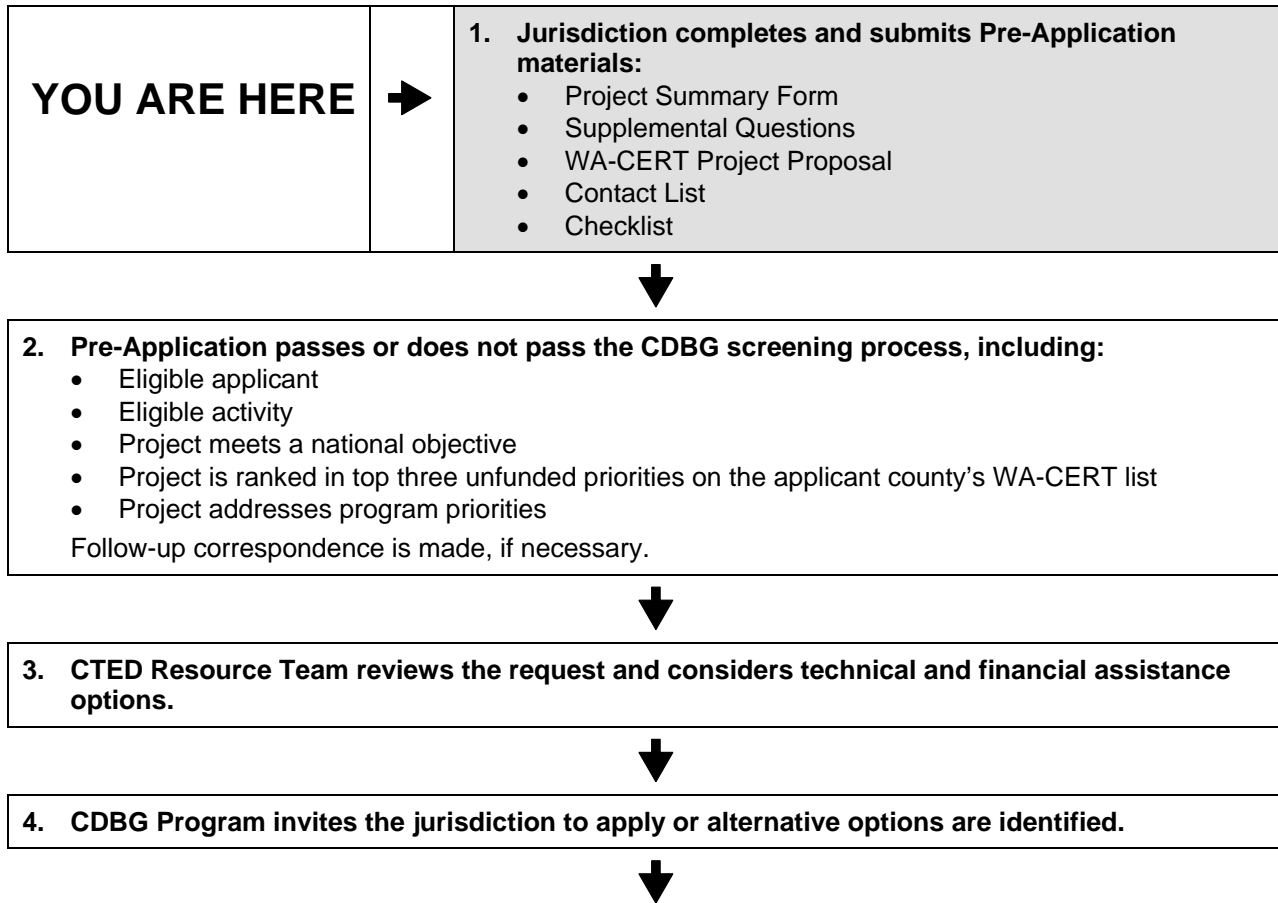
Submit **one** original (signed in ink) and **one** copy of the Pre-Application to:

Laurie Dschaak, CDBG Program
Department of Community, Trade and Economic Development
906 Columbia Street SW
Post Office Box 42525
Olympia, Washington 98504-82525

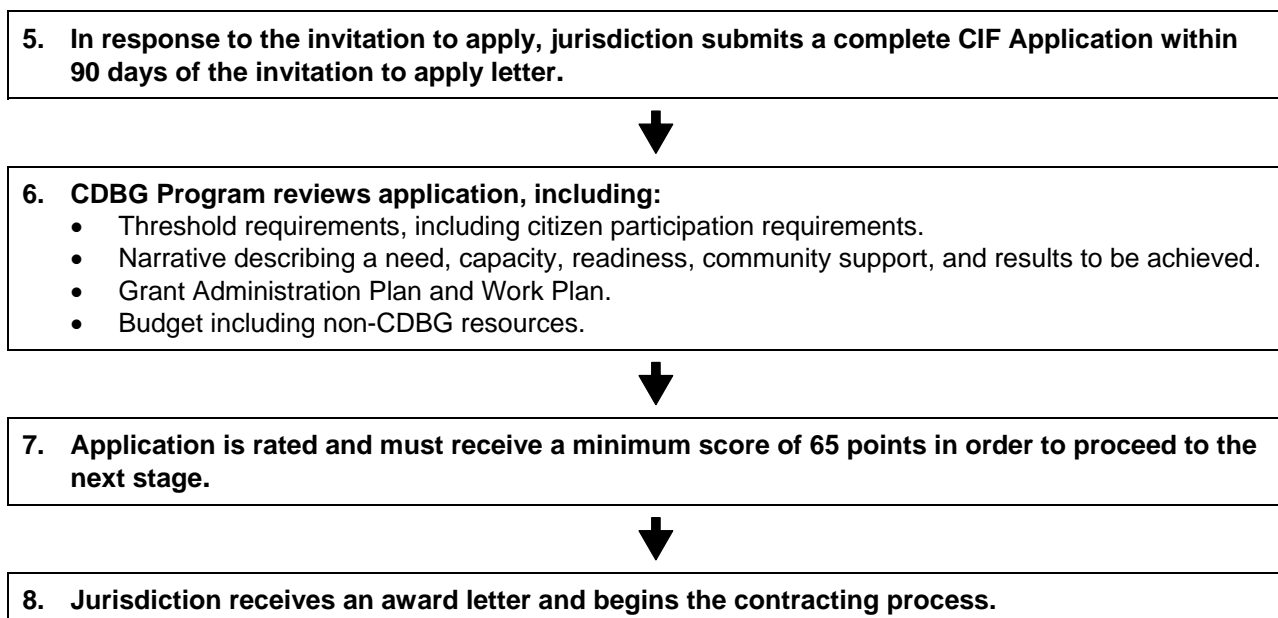
To receive application materials and forms via email or on diskette, contact Laurie Dschaak at (360) 725-3020 or lauried@cted.wa.gov.

CIF PRE-APPLICATION AND APPLICATION PROCESS OVERVIEW

PRE-APPLICATION PROCESS



APPLICATION PROCESS



GENERAL PRE-APPLICATION INFORMATION

This Pre-Application Handbook contains the forms and information necessary to begin the process of applying for CDBG Community Investment Funds.

PROGRAM PURPOSE AND PRIORITIES

The Washington State Community Development Block Grant Program is funded by the U.S. Department of Housing and Urban Development (HUD). All CDBG Community Investment Fund Grant projects must meet one of HUD's **national objectives**, which are:

- Principally benefit persons of low- and moderate-income.
- Prevents or eliminate slums or blight.
- Meet urgent community development needs that pose a serious and immediate threat to public health and safety.

In addition to meeting the HUD National Objective, there are also Community Investment Fund **Program Priorities** as follows:

- To show local and regional agreement that the project is a high priority, the project must be on the Washington Community Economic Revitalization Team (WA-CERT) list and ranked within the top three unfunded county priorities; or the project must be eligible under the Rural Enterprise Community program and ranked on the county WA-CERT list.
- The project must be ready-to-proceed, meaning that impediments to project implementation must be resolved. The project should also have a well-defined scope, a reliable budget, funding sources and strong community support.
- It must be clearly demonstrated that grant dollars are needed for the project to be feasible.
- Show that CDBG dollars fill a funding and/or affordability gap.

RELATIONSHIP BETWEEN CIF GRANTS AND OTHER CDBG GRANTS

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction will not be awarded more than one Community Investment Fund Grant per year or more than one CDBG grant for the same project. The project of highest priority should be submitted first.

ELIGIBLE APPLICANTS

- Eligible applicants for CDBG Community Investment Fund Grants are **cities and towns with less than 50,000 people or counties with populations less than 200,000** provided that the cities, towns and counties do not participate in HUD Urban County Consortia. (See Appendix A for a list of eligible and ineligible jurisdictions.)
- Indian tribes and special purpose organizations, such as public housing authorities, port districts, community action agencies and economic development councils, are not eligible to apply directly to the state CDBG program for funding. However, if a project will serve both an eligible local government's citizens and tribal members, or if the boundaries of a project's service area involves both local government and tribal jurisdiction, the local government may apply for state CDBG funding on behalf of, and in coordination with, the Indian tribe.

ELIGIBLE ACTIVITIES

Title I of the Housing and Community Development Act of 1974, as amended, is the Congressionally adopted statute establishing the CDBG program. Section 105(a) of the Act identifies eligible activities.

What type of projects can be funded?

The following list identifies the most common types of eligible activities.

- **Public Facilities** - CDBG funds may be used to design, construct or reconstruct water and sewer systems, flood and drainage facilities, solid waste disposal facilities, streets and sidewalks. Public facilities projects must serve existing low- and moderate-income neighborhoods and communities. Low- and moderate-income property owners cannot be assessed or charged a fee to recover the capital costs of any CDBG-funded public facility. This category also includes acquisition, design, construction or rehabilitation of fire protection facilities and purchase of fire protection equipment.
- **Community Facilities** - CDBG funds may be used for acquisition, design, construction or rehabilitation of community facilities to serve low- and moderate-income youth, elderly or other low- and moderate-income groups with special needs. **Community facility projects must plan to provide the intended benefit for at least ten years.**
- **Economic Development** – CDBG funds are most commonly used for infrastructure improvements (water, sewer, storm water, streets, sidewalks, street lights, etc.) in the public domain. The infrastructure improvements typically support a new or expanding business where jobs are being created and the jobs will be held by primarily low- and moderate-income people.
- **Comprehensive** - Comprehensive project includes activities listed in at least two of the other categories. For example, neighborhood revitalization by improving streets, sewer, water and housing is considered comprehensive. These activities must be related and coordinated to achieve more results than would be possible when addressed individually.
- **Infrastructure** – Activities in support of new housing construction that provides permanent low-cost housing opportunities for LMI families may be assisted with CDBG funds. Activities such as land acquisition and off-site improvements are eligible. New construction and on-site improvements are generally not eligible.

Other Eligible Activities

- Public Services
- Local Match
- Administration
- Property Acquisition
- Barrier Removal

INELIGIBLE ACTIVITIES

What types of projects cannot be funded with CDBG funds?

- ⊗ New Housing Construction - CDBG funds generally may not be used to construct new housing units. In certain circumstances, with HUD's approval, CDBG funds may be used for the substantial reconstruction of housing owned and occupied by low- and moderate-income persons. Activities in support of new housing construction may also be eligible under certain conditions. Communities considering applications for these activities should consult with CDBG program staff before proceeding.
- ⊗ Regular Government Operations - CDBG funds may not be used to fund the ongoing responsibilities of general local government.
- ⊗ Maintenance and Operation - Maintenance and operation expenses of public or community facilities are not eligible, with the exception of an eligible public service activity.
- ⊗ Equipment - The purchase of motor vehicles, equipment or furnishings not permanently attached to a building is ineligible except when necessary as part of an eligible public service or for fire protection. Park equipment such as bleachers or picnic tables purchased with CDBG funds must be permanently affixed.
- ⊗ Government Buildings - Government buildings such as courthouses, city halls, county administrative buildings, and other buildings used predominantly for the general conduct of government are not eligible for CDBG assistance except for the removal of architectural barriers that deny access to the disabled.
- ⊗ Income Payments - CDBG funds may not be used for income payments such as payment for income maintenance, housing allowances, down payments, or mortgage subsidies.
- ⊗ Political Activities - CDBG funds may not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities.

MINIMUM PERFORMANCE STANDARDS

CTED reserves the right to deny, review or fund applications that include the involvement of jurisdictions or organizations with serious unresolved audit findings related to performance or capacity.

Further, CTED reserves the right to postpone project contracting or to deny funding if there is a significant problem with previous grantee performance. In such situations, the grantee is responsible for development and initiation of corrective action satisfactory to CTED. Upon request, CTED will provide technical assistance to the jurisdiction to help ensure timely completion of approved project activities.

CDBG Program Review of Requested Grant Amounts

Grants consisting of more or less than the amount originally requested may be awarded at CTED's discretion based on discussions between CDBG program staff and the jurisdiction. The preliminary notice of project selection does not imply approval of all activities or all costs proposed in the selected application. The grant contract, once negotiated, is the legal document that governs the administration of the grant.

PART A

COMMUNITY INVESTMENT FUND GRANT PROJECT SUMMARY FORM

<p>1. Applicant Jurisdiction: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>FAX: _____</p> <p>Tax ID #: _____</p> <p>County: _____</p>	<p>2. Contact Person: _____</p> <p>Title or Affiliation: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>FAX: _____</p> <p>Email: _____</p>												
<p>3. Subrecipient Organization: _____</p> <p>Contact Person: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p>4. Consultant: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>												
<p>6. State Legislative District: _____</p>	<p>5. Fiscal Year from _____ to _____</p> <p>Congressional District: _____</p>												
<p>7. Project Summary:</p>													
<p>8. Project Category (Please check the categories that apply. Refer to page 5 for information regarding which category to choose.)</p> <table border="0" style="width: 100%;"> <tr> <td>_____ Infrastructure for housing</td> <td>_____ Public Facilities</td> <td>_____ Community Facilities</td> </tr> <tr> <td>_____ Economic Development</td> <td>_____ Comprehensive</td> <td></td> </tr> </table>		_____ Infrastructure for housing	_____ Public Facilities	_____ Community Facilities	_____ Economic Development	_____ Comprehensive							
_____ Infrastructure for housing	_____ Public Facilities	_____ Community Facilities											
_____ Economic Development	_____ Comprehensive												
<p>9. National Objective Addressed (Please check the applicable objective.)</p> <p>_____ Principally benefits low- and moderate-income households, _____ %</p> <p>_____ Prevents or eliminates slums or blight</p> <p>_____ Meets urgent community development needs which pose a serious & immediate threat to public health or safety</p>													
<p>10. Total Project Budget:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">CDBG</td> <td style="width: 20%;">\$ _____</td> </tr> <tr> <td>Other Federal</td> <td>_____</td> </tr> <tr> <td>State</td> <td>_____</td> </tr> <tr> <td>Local Public</td> <td>_____</td> </tr> <tr> <td>Private</td> <td>_____</td> </tr> <tr> <td>TOTAL</td> <td>\$ _____</td> </tr> </table>	CDBG	\$ _____	Other Federal	_____	State	_____	Local Public	_____	Private	_____	TOTAL	\$ _____	<p>11. Project Location:</p> <p>Census Tract(s) _____</p> <p>Block Group(s) _____</p> <p>12. Project Beneficiaries:</p> <p># Persons: _____</p> <p>#LMI Persons: _____</p> <p>#Households: _____</p> <p># LMI Households: _____</p>
CDBG	\$ _____												
Other Federal	_____												
State	_____												
Local Public	_____												
Private	_____												
TOTAL	\$ _____												
<p>13. Certification of Chief Administrative Official</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>_____ Signature</p> <p>_____ Name (Please type or print)</p> </td> <td style="width: 50%;"> <p>_____ Title</p> <p>_____ Date</p> </td> </tr> </table>		<p>_____ Signature</p> <p>_____ Name (Please type or print)</p>	<p>_____ Title</p> <p>_____ Date</p>										
<p>_____ Signature</p> <p>_____ Name (Please type or print)</p>	<p>_____ Title</p> <p>_____ Date</p>												

PROJECT SUMMARY FORM INSTRUCTIONS

The Project Summary Form serves as the cover page for the application and should be the first page inside the cover.

1. The applicant jurisdiction must be a non-entitlement city or county (see Appendix A on pages 18 & 19). The Tax Identification number is usually a "91-" number.
2. Provide information on the person to be contacted, should more information regarding the threshold requirements or project proposal be needed by the CTED staff.
3. Provide information on any subrecipient organization that will benefit from the project or receive CDBG funds as pass-through funding.
4. Provide information on the consultant used to develop the proposal, if applicable.
5. List the month and day of the beginning and end dates of the applicant's fiscal year.
6. List the numbers of the state and congressional districts.
7. Provide a brief project summary, highlighting what is to be accomplished and the major elements of the project.
8. Check the appropriate project category. Refer to page 5 for information.
9. Indicate which CDBG program national objective this application addresses. Also list an estimate of the percentage of low- and moderate-income (LMI) benefit. It is not necessary to address more than one national objective.
10. List the project budget.
11. List the Census Tract(s) and Block Group(s) that are within the project area. Sources of assistance are the local or county planning office; the U.S. Census website: (<http://www.census.gov/>); or the State Data Center/Census 2000 website: (<http://www.ofm.wa.gov/census2000/index.htm>). The State Data Center telephone number is (360) 902-0592.
12. List estimated number of people, households, people qualifying as low- and moderate-income and households qualifying as low- and moderate-income that will benefit from the project.
13. This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator or city manager as applicable). An original signature must be submitted. Please clearly state the official's name and title.

PRE-APPLICATION SUPPLEMENTAL QUESTIONS

1. The project must address the following Community Investment Fund **Program Priorities**:

- Local and regional agreement that the project is a high priority. _____
- Impediments to project implementation must be resolved, that this includes the project having a well-defined scope, plan, reliable budget, funding in place, and strong community support. _____
- That there is a clear need for grant dollars. _____
- That CDBG will fill a funding and/or an affordability gap. _____

Briefly describe how the **Program Priorities** are being met:

2. Indicate the WA-CERT Priority Ranking for this project:

WA-CERT # _____
PRIORITY # _____

3. Is the Project located within a Rural Enterprise Community?

4. What is the desired outcome of this project?

5. What is the time frame to complete this project?

6. Is there a business linked with the public project? If yes, is there **job retention** or **job creation**; and what is the projected number of retained or created jobs for low- and moderate-income persons and total retained or created jobs?

7. Have other technical and financial solutions for this project been identified or explored? If yes, what are the options?

(continued)

8. List the funding agency, amount of funds, status and intended use. Include all sources listed in question 10 on page 7.

Funding Agency	Amount	Committed?	Intended Use
Total Project Costs \$ _____			

A. How have the project costs been determined?

B. If a funding source is not yet committed, when is the application due and when are awards announced?

C. What steps have been taken on the project so far?

WASHINGTON COMMUNITY ECONOMIC REVITALIZATION TEAM (WA-CERT)
ECONOMIC ADJUSTMENT INITIATIVE

PROJECT PROPOSAL

WA_____

Applicant: _____ Contact: _____ name
_____ address
County: _____ city, state, zip
_____ phone
_____ fax & email

Signature and position of person authorizing submittal: _____

Date: _____

1.00 Project Title: _____ Project Type: (specify your current need)
☐ technical assistance/capacity building
☐ feasibility study/engineering report
☐ infrastructure construction
☐ community facilities, incldg housing
☐ business development support
☐ jobs-in-the-woods

Total project cost: \$ _____

Is your request a funding gap? Yes ☐ No ☐

Amount raised to-date: \$ _____

What are you requesting now? \$ _____

Is this a phased project? Yes ☐ No ☐

If yes, how many phases? _____ phases over ____ years.

PLEASE NOTE: The EAI is a federal and state partnership. The majority of funds are loan dollars. Scarce grant dollars are allocated equitably across Northern California, Oregon and Washington. This is a competitive process. **YOU MAY RECREATE THIS FORM ON YOUR COMPUTER.**

1.01a **BRIEFLY DESCRIBE YOUR PROJECT. WHEN DID YOU START WORK ON IT? WHO IS INVOLVED? WHAT IS THE SCOPE OF THE PROJECT. IF THIS IS A PHASED PROJECT, WHICH PHASE ARE YOU SEEKING ASSISTANCE FOR NOW. (USE PROVIDED SPACE ONLY.)**

1.01b. **HOW DOES THE PROJECT SATISFY, IN WHOLE OR IN PART, YOUR ECONOMIC DIVERSIFICATION STRATEGY?**

1.02 **IS THIS PROJECT A DOCUMENTED COUNTY-WIDE OR TRIBAL NUMERIC PRIORITY?**

☐ YES! It ranks _____(1st, 2nd, etc.) in our county-wide or tribal prioritization process.

1.03 **SUMMARIZE EFFORTS YOU'VE TAKEN TO-DATE REGARDING THE PROJECT IN TERMS OF: (GIVE SPECIFIC TITLES AND DATES OF ADOPTION WHERE APPROPRIATE -- USE PROVIDED SPACE ONLY)**

A) **WHAT PLANNING HAS TAKEN PLACE REGARDING THIS PROJECT AND, IS THIS PROJECT PART OF A PLAN? (CAPITAL FACILITIES, GROWTH MANAGEMENT, BUSINESS, ETC.)**

B) WHAT ENGINEERING REPORTS AND FEASIBILITY STUDIES HAVE BEEN PREPARED, AND WHEN?

1.03 SUMMARIZE EFFORTS YOU'VE TAKEN TO-DATE REGARDING THE PROJECT IN TERMS OF: (GIVE SPECIFIC TITLES AND DATES OF ADOPTION WHERE APPROPRIATE -- USE PROVIDED SPACE ONLY)

C) HAVE YOU SECURED FUNDS FOR THIS PROJECT FROM STATE OR FEDERAL PROGRAMS OR FOUNDATIONS? SPECIFY SOURCES, INCLUDING LOCAL MATCH AND \$ AMOUNTS. IF THERE ARE CONDITIONS ATTACHED TO ANY OF THESE SECURED FUNDING SOURCES, PLEASE SPECIFY.

D) ARE THERE OTHER EFFORTS YOU HAVE MADE THAT ARE UNIQUE TO THIS PROJECT?

1.04 WHAT ARE THE ANTICIPATED OUTCOMES OF THIS PROJECT IN TERMS OF THE CRITERIA IDENTIFIED BELOW. QUANTIFY INFORMATION WHERE POSSIBLE.

(IF A SECTION DOES NOT APPLY, MARK IT "NA.")

- | | |
|----|--|
| a. | <i>How many full-time, permanent jobs will this project create or retain?</i>
Create in 1-3 years? _____ Retain? _____
Create in 3-5 years? _____ |
| b. | <i>What is the size of the population that will benefit by these infrastructure improvements?</i> _____
<i>How will this project improve local infrastructure capacity?</i> _____

<i>Will this project help you solve a health and safety problem or come into compliance with an EPA or DOE order?</i> _____ |
| c. | <i>How many businesses do you plan on serving with this revolving loan fund or business assistance project?</i> _____ |
| d. | <i>How will this project benefit a watershed?</i> _____
<i>Is this project supported by a watershed plan or analysis?</i> _____
<i>How will this project benefit dislocated timber workers? How many will be hired?</i> _____
<i>How many months will the work on this project take to complete?</i> _____ |

1.05 ARE THERE OTHER FACTORS SIGNIFICANT TO THIS PROJECT THAT WE SHOULD BE AWARE OF, SUCH AS EMERGENCY DECLARATIONS, BIRD-IN-HAND INDUSTRY, VOLUNTEER EFFORTS, LINKS TO OTHER PRIORITY PROJECTS, ETC. (USE PROVIDED SPACE ONLY)

1.06 WHAT QUANTIFIABLE OUTCOMES ARE YOU GOING TO TRACK TO MEASURE THE SUCCESS OF THIS PROJECT? (USE PROVIDED SPACE ONLY)

**(WA-CERT) WASHINGTON COMMUNITY
ECONOMIC REVITALIZATION TEAM
(CDBG-CIF) COMMUNITY INVESTMENT FUND GRANT PROCESS**

1. The project proponent submits the two-page WA-CERT Project Proposal form to their county project prioritization contact (usually the County Economic Development Council).
2. The county prioritization contact convenes a public meeting to numerically rank all economic development projects in the area.
3. Once the project is ranked by the county, the two-page WA-CERT project proposal is sent to the CTED WA-CERT contact, who then places the project on the WA-CERT Matrix (a complete listing by County/Tribe of economic development projects in the state of Washington). An updated matrix is available monthly.
4. In order for the CDBG program to consider funding a project, it must be located within the top three county priorities on the WA-CERT Matrix. In this way, the CDBG program honors the community's priorities. (The Lead Project Scoping Agent for the project may or may not be a CDBG staff person.)
5. Once the project is on the WA-CERT Matrix, the CDBG staff determines whether the project may be a good fit for the CDBG Community Investment Fund (CIF) grant program, and whether it is ready for funding. A CDBG staff person will work with the community to complete a "Community Investment Fund Grant Pre-Application." For a copy of the CIF Pre-Application, contact Laurie Dschaak at (360) 725-3020.
6. The Department of Community, Trade and Economic Development (CTED) Resource Team meets twice a month to review potential projects.
7. The CDBG program has set aside \$5.1 million for the year 2005. Applications may be submitted anytime throughout the year.
8. CDBG CIF projects are restricted to funding a financial affordability gap due to limited grant dollars.
9. If the CTED Resource Team commits to proceeding with a project, the project proponent will be invited to complete the CIF Grant Application.
10. The CIF Grant Application is then reviewed to determine whether federal and CIF program requirements are met, that community support is documented, and that the application scores above the required high-score standard.
11. Upon award, a letter will indicate which CDBG staff person will be the CDBG contact. This person will be the main point of contact for the life of the grant. All grant documentation should be routed through your assigned CDBG staff person.
12. Once the project has been funded, the county prioritization contact recommends that the project be removed from the WA-CERT Matrix.

CONTACT LIST FOR FUNDING RESOURCES, PARTNERS AND INTERESTED PARTIES

Please list other federal, state or non-profit contacts that have been consulted regarding the proposed project. Include potential, not just actual, funding resources and partners.

PROGRAM	CONTACT PERSON	PHONE # AND E-MAIL

CDBG COMMUNITY INVESTMENT FUND PRE-APPLICATION CHECKLIST

✓ **When
Completed**

1. Submit an original and one copy of the CIF Pre-Application that includes:
 - Project Summary Form
 - Pre-Application Supplemental Questions
 - WA-CERT Project Proposal
 - Contact List
 - CIF Pre-Application Checklist
2. Is the lead applicant listed as an eligible jurisdiction in Appendix A?
3. **All projects must meet at least one of three HUD National Objectives,** which are to:
 - Principally benefit persons of low-income
 - Prevent or eliminate slums or blight
 - Meet urgent community development needs which pose a serious and immediate threat to public health or safety
4. Each activity will benefit at least 51 percent low- and moderate-income (LMI) persons or households.
5. The proposed project will provide the following type of benefit to LMI persons or households? (Refer to Appendix C: Definitions, Examples and Documentation Requirements for the types of benefits.)
 - a. Area Benefit
or
Direct Benefit
 - b. Limited Clientele
 - c. LMI Housing
 - d. LMI Job Creation or Retention
6. Request a **Community Survey Guide** if the project provides an **Area Benefit** and an income survey is required to show that at least 51 percent of the project beneficiaries are LMI.
7. The project must address the following Community Investment Fund **Program Priorities**:
 - Local and regional agreement that the project is a high priority
 - Impediments to project implementation must be resolved, which would include the project having a well-defined scope, plan, reliable budget, funding in place and strong community support

- That there is a clear need for grant dollars _____
- That CDBG dollars fill a funding and/or an affordability gap _____

8. Eligible projects and activities include:

- Public facility projects _____
- Community facility projects _____
- Economic development projects _____
- Infrastructure to support new housing _____
- Administration _____
- Property acquisition _____

9. Participation in the WA-CERT process as follows:

- Be on the WA-CERT List and ranked in the top three county priorities; or _____
- Be eligible under the Rural Enterprise Community program **and** ranked on the county WA-CERT List. _____

APPENDICES

APPENDIX A - ELIGIBLE AND INELIGIBLE JURISDICTIONS

Review the list to verify that the applicant jurisdiction is eligible to receive State CDBG assistance.

APPENDIX B - JURISDICTIONS WITH 51 PERCENT OR GREATER LOW- AND MODERATE-INCOME

This information is based on 2000 Census Data and may be used as documentation that an area benefit project principally benefits low- and moderate-income (LMI) persons. Also included is an Area Benefit/Direct Benefit table, which will help you determine whether your project provides an Area Benefit or a Direct Benefit to LMI persons and explains the documentation requirements.

APPENDIX C - LOW- AND MODERATE-INCOME BENEFIT REQUIREMENTS

Will assist in determining how your project qualifies for CDBG funding

APPENDIX D - 2004 LOW- AND MODERATE-INCOME LIMITS

Use these Income Limits when conducting an income survey. They also apply to projects with an income verification element for qualifying potential beneficiaries.

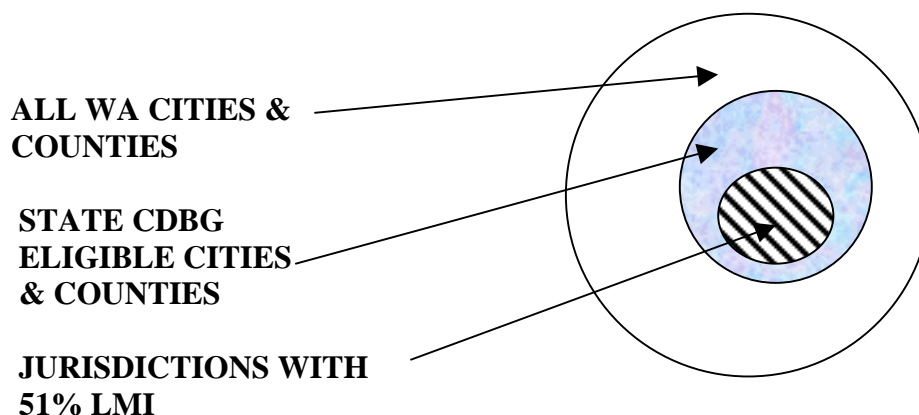
APPENDIX E - RESOURCE TEAM CRITERIA

This is a listing of Resource Team Criteria for funding applications.

APPENDIX F - CDBG REQUIREMENTS FOR PROCURING PROFESSIONAL SERVICES

Federal procurement requirements must be met for CDBG to pay for professional services. The requirements are listed for guidance. No costs are eligible until a grant is awarded.

The diagram below shows the relationship between eligible and ineligible jurisdictions, and is to be used as a reference when reviewing the requirements and lists within these appendices.



APPENDIX A: ELIGIBLE AND INELIGIBLE JURISDICTIONS

1. Eligible Jurisdictions

a. Non-Entitlement Cities and Towns:

Aberdeen	Goldendale	Oakesdale	Union Gap
Albion	Grand Coulee	Oakville	Uniontown
Almira	Grandview	Ocean Shores	Vader
Asotin	Granger	Odessa	Waitsburg
Benton City	Hamilton	Okanogan	Walla Walla
Bingen	Harrah	Omak	Wapato
Blaine	Harrington	Oroville	Warden
Brewster	Hartline	Othello	Washtucna
Bridgeport	Hatton	Palouse	Waterville
Bucoda	Hoquiam	Pateros	West Richland
Burlington	Ilwaco	Pe Ell	Westport
Cashmere	Ione	Pomeroy	White Salmon
Castle Rock	Kahlotus	Port Angeles	Wilber
Cathlamet	Kalama	Port Townsend	Wilson Creek
Centralia	Kelso	Prescott	Winlock
Chehalis	Kettle Falls	Prosser	Winthrop
Chelan	Kittitas	Pullman	Yelm
Chewelah	Krupp	Quincy	Zillah
Clarkston	La Conner	Rainer	
Cle Elum	La Crosse	Raymond	
Colfax	Lacey	Reardan	
College Place	Lamont	Republic	
Colton	Langley	Ritzville	
Colville	Leavenworth	Riverside	
Conconully	Lind	Rock Island	
Concrete	Long Beach	Rosalia	
Connell	Lyman	Roslyn	
Cosmopolis	Lynden	Royal City	
Coulee City	Mabton	Sedro Woolley	
Coulee Dam	Malden	Selah	
Coupeville	Mansfield	Sequim	
Creston	Marcus	Shelton	
Cusick	Mattawa	Soap Lake	
Davenport	McCleary	South Bend	
Dayton	Mesa	South Cle Elum	
E Wenatchee	Metaline	Sprague	
Electric City	Metaline Falls	Springdale	
Ellensburg	Montesano	St. John	
Elma	Morton	Starbuck	
Elmer City	Moses Lake	Stevenson	
Endicott	Mossyrock	Sumas	
Entiat	Moxee	Sunnyside	
Ephrata	Naches	Tekoa	
Everson	Napavine	Tenino	
Farmington	Nespelem	Tieton	
Ferndale	Newport	Toledo	
Forks	Nooksack	Tonasket	
Friday Harbor	N Bonneville	Toppenish	
Garfield	Northport	Tumwater	
George	Oak Harbor	Twisp	

b. Non- Entitlement Counties:

Adams	Franklin	Lincoln	Thurston
Asotin	Garfield	Mason	Wahkiakum
Benton	Grant	Okanogan	Walla Walla
Chelan	Grays Harbor	Pacific	Whatcom
Clallam	Island	Pend Oreille	Whitman
Columbia	Jefferson	San Juan	Yakima
Cowlitz	Kittitas	Skagit	
Douglas	Klickitat	Skamania	
Ferry	Lewis	Stevens	

2. INELIGIBLE JURISDICTIONS

a. Entitlement Cities and Towns:

Airway Heights	Du Pont	Marysville	Sammamish
Algona	Duval	Medical Lake	Sea Tac
Anacortes	Eatonville	Medina	Seattle
Arlington	Edgewood	Mercer Island	Shoreline
Auburn	Edmonds	Mill Creek	Skykomish
Bainbridge	Enumclaw	Millwood	Snohomish
Island	Everett	Milton	Snoqualmie
Battle Ground	Fairfield	Monroe	South Prairie
Beaux Arts	Federal Way	Mount Vernon	Spangle
Village	Fife	Mountlake	Spokane
Bellevue	Fircrest	Terrace	Stanwood
Bellingham	Gig Harbor	Mukilteo	Steilacoom
Black Diamond	Gold Bar	Newcastle	Sultan
Bonney Lake	Granite Falls	Normandy Park	Sumner
Bothell	Hunts Point	North Bend	Tacoma
Bremerton	Index	Olympia	Tukwila
Brier	Issaquah	Orting	University Place
Buckley	Kennewick	Pacific	Vancouver
Burien	Kent	Pasco	Washougal
Camas	Kenmore	Port Orchard	Waverly
Carbonado	Kirkland	Poulsbo	Wenatchee
Carnation	La Center	Puyallup	Wilkeson
Cheney	Lake Forest- Park	Redmond	Woodinville
Clyde Hill	Lake Stevens	Renton	Woodland
Covington	Lakewood	Richland	Woodway
Darrington	Latah	Ridgefield	Yacolt
Deer Park	Longview	Rockford	Yakima
Des Moines	Lynnwood	Roy	Yarrow Point
	Maple Valley	Ruston	

b. Entitlement Counties:

Clark
King
Kitsap
Pierce
Snohomish
Spokane

APPENDIX B: JURISDICTIONS WITH 51 PERCENT OR GREATER LOW- AND MODERATE-INCOME (LMI) POPULATION

(Based On HUD's 2000 Census Data)

**Please see next page for additional information on determining LMI benefits

NAME	LMI Population	TOTAL Population	LMI Percentage
Almira	173.....	321.....	53.9.....
Benton City.....	1,318.....	2,533.....	52.0.....
Bingen	435.....	652.....	66.7.....
Brewster	1,520.....	2,125.....	71.5.....
Bridgeport.....	1,453.....	2,099.....	69.2.....
Bucoda	404.....	648.....	62.3.....
Chelan.....	1,923.....	3,532.....	54.4.....
Chewelah	1,155.....	2,129.....	54.3.....
Clarkston	3,894.....	7,067.....	55.1.....
Cle Elum.....	922.....	1,787.....	51.6.....
Conconully	124.....	209.....	59.3.....
Concrete.....	497.....	832.....	59.7.....
Connell	1,375.....	2,403.....	57.2.....
Coupeville	875.....	1,610.....	54.3.....
Creston.....	121.....	230.....	52.6.....
Cusick	150.....	211.....	71.1.....
Ellensburg	8,027.....	13,234.....	60.7.....
Entiat	502.....	959.....	52.3.....
Everson	1,059.....	2,043.....	51.8.....
George	368.....	510.....	72.2.....
Goldendale.....	1,996.....	3,665.....	54.5.....
Grand Coulee.....	506.....	878.....	57.6.....
Granger	1,811.....	2,586.....	70.0.....
Hamilton	194.....	330.....	58.8.....
Hartline.....	79.....	142.....	55.6.....
Hatton.....	65.....	118.....	55.1.....
Hoquiam.....	4,724.....	8,977.....	52.6.....
Ione	302.....	506.....	59.7.....
Kahlotus	143.....	257.....	55.6.....
Kelso	6,133.....	11,730.....	52.3.....
Kettle Falls	838.....	1,553.....	54.0.....
Kittitas	708.....	1,130.....	62.7.....
Krupp.....	47.....	78.....	60.3.....
Lamont	66.....	91.....	72.5.....
Long Beach	707.....	1,268.....	55.8.....
Mabton	1,279.....	1,911.....	66.9.....
Malden	139.....	213.....	65.3.....
Mattawa.....	2,029.....	2,703.....	75.1.....

**JURISDICTIONS WITH 51 PERCENT OR GREATER
LOW- AND MODERATE-INCOME (LMI) POPULATION**

NAME	LMI Population	TOTAL Population	LMI Percentage
Mesa	269	441	61.0
Metaline.....	118	179	65.9
Metaline Falls	118	199	59.3
Mossyrock	253	463	54.6
Nespelem	107	165	64.8
Newport.....	1,093	1,808	60.5
Northport	212	343	61.8
Oak Harbor.....	12,622	19,797	63.8
Oakville	346	640	54.1
Okanogan.....	1,240	2,281	54.4
Omak.....	2,482	4,461	55.6
Oroville	1,005	1,630	61.7
Othello.....	3,172	5,700	55.6
Pe Ell.....	391	688	56.8
Pullman	11,621	19,792	58.7
Quincy	2,951	5,116	57.7
Raymond.....	1,516	2,754	55.0
Republic	558	978	57.1
Riverside	217	349	62.2
Rock Island	467	883	52.9
Royal City	1,133	1,840	61.6
Sequim	2,109	4,086	51.6
Soap Lake	1,082	1,695	63.8
South Bend	963	1,809	53.2
Springdale	202	316	63.9
Starbuck	85	115	73.9
Sumas	572	965	59.3
Sunnyside	8,704	13,869	62.8
Tenino	829	1,448	57.3
Tieton	590	1,131	52.2
Toledo	312	612	51.0
Tonasket	557	880	63.3
Toppenish	5,799	8,781	66.0
Union Gap	2,806	5,479	51.2
Vader.....	344	617	55.8
Wapato.....	3,182	4,575	69.6
Warden.....	1,462	2,540	57.6
Wilson Creek.....	147	201	73.1
Winthrop.....	177	324	54.6
Yelm	1,693	3,303	51.3

APPENDIX C: LOW- AND MODERATE-INCOME REQUIREMENTS

Low- and moderate-income (LMI) is defined as income up to 80 percent (80%) of the median county income by household size. Appendix D lists the 2004 LMI limits for each county, as defined by HUD.

Based on CDBG regulations, there are four categories for LMI benefit:

- | | |
|----------------------------|----------------------------------|
| 1. Area benefit activities | Direct benefit activities |
| | 2. Limited clientele |
| | 3. LMI housing |
| | 4. LMI job creation or retention |

The first and very important step is to clearly determine the boundaries of the proposed service area and the population to be served.

Area Benefit Activities

Area benefit is the most commonly used category for basic activities. It is an activity that benefits all residents in a particular area, where at least 51 percent (51%) of the residents are low- and moderate-income persons.

Examples include:

- Water and sewer improvements
- Community centers

Required documentation:

Census data - Using HUD's 2000 Census data, document the jurisdiction or the applicable census area is at least 51 percent (51%) LMI. Appendix A lists the jurisdictions that meet this criterion.

OR

Income survey - Document that a statistically valid income survey of the service area was conducted after January 2001. If you need to complete an income survey, contact CDBG staff for guidance.

How to Access Low- and Moderate-Income Census Data:

HUD's 2000 Census data by jurisdiction, census tract and block group is available at:
<http://www.hud.gov/offices/cpd/systems/census/lowmod/wa/NonEntitledLocalGovernment.xls>

For unincorporated communities or service areas, the first step in using this census data is to identify the census tract and block group for the applicable area by reviewing census maps. These maps are available on the Census website: www.census.gov or through your local planning agency. Once the applicable census tract and block group numbers are identified, HUD's census data spreadsheet can be used.

Since HUD's census data is in a large spreadsheet, you may need to contact the CDBG Program for assistance in identifying the applicable population and low- and moderate-income population data for a specific jurisdiction, census tract or block group.

Note the following special circumstances:

If a proposed project is to benefit an area that extends outside the incorporated jurisdiction and does not coincide sufficiently well with census boundaries, then an income survey of this larger benefit area must be conducted.

If a proposed project is to exclusively benefit a smaller area within the jurisdiction and the project clearly does not benefit the jurisdiction as a whole, then an income survey of this smaller benefit area must be conducted. However, since projects for smaller target areas are generally viewed by the CDBG Program as a benefit to the entire jurisdiction and determined ineligible, it is recommended the proposed project and income survey first be discussed with CDBG staff.

If a jurisdiction does not meet the 51 percent (51%) LMI National Objective criteria and desires to target an area or neighborhood that is over 70 percent LMI or is participating under the Empowerment Zone/Enterprise Community (EZ/EC) initiative, they may be able to meet the area benefit requirements under the Community Revitalization Strategy (CRS) process pursuant to 24 CFR 570.483(b)(1)(v) and (e)(5)(i). Contact CDBG staff for additional information and guidance.

Direct Benefit Activities

These activities directly target services to lower income persons or benefit a limited number or specific group of people as long as at least 51 percent (51%) of those served are LMI persons (rather than everyone in an area). An activity can provide a direct benefit with the use of CDBG funds in any of the following ways:

Limited Clientele

1. Exclusively benefit a clientele who are presumed by HUD to be principally LMI persons. These special groups include:

- | | | |
|--|--------------------|---|
| ➤ Abused children | ➤ Battered spouses | ➤ Illiterate persons |
| ➤ Elderly persons | ➤ Homeless persons | ➤ Migrant farm workers |
| ➤ Severely disabled adults
(meeting Census' definition) | | ➤ Persons living with the
disease AIDS |

If an activity is targeting persons belonging to one of the above HUD-defined special groups, it can be presumed, without requiring a survey, that the activity will be providing a 51 percent (51%) benefit to low- and moderate-income persons. A housing or job creation project cannot be qualified as benefiting LMI based on this special group presumed benefit.

Examples include:

- Construction of a facility to assist battered spouses
- Renovation of a senior center

OR

2. Information on family size and income is available and shows at least 51 percent (51%) of the activity's clientele meet and will continue to meet the LMI income criteria.

Examples include:

- Renovation of a child care facility
- Renovation of a work force training center.

OR

3. Income eligibility requirements limit the activity to LMI persons only.

Example includes:

- Acquisition of a building to serve as a new Head Start Center.

OR

4. Be of such nature and location that it may reasonably be concluded that the activity's clientele will primarily be LMI persons.

Example includes:

- Construction of a day care center designed to serve a public housing complex.

OR

LMI Housing

Require information on household income and residency of homeowners (or renters and affordable rent levels, if applicable) to establish eligible LMI households or housing units. For multiple unit housing projects, over half of the units must benefit LMI households.

Examples include:

- Payment of infrastructure improvement assessments for LMI owner-occupied homes. (*an area benefit exception*).
- Housing rehabilitation – The rehabilitation of single- and multi-family residences occupied by owner or renter LMI households.
- Acquisition – The acquisition of property to be used for permanent housing to be occupied principally by owner or renter LMI households.
- Side service connections – The construction cost to hook-up and install or rehabilitate the side connections for owner or renter LMI households.

OR

LMI Jobs

Directly result in the creation or retention of jobs, at least 51 percent (51%) of which, on a full-time equivalent (FTE) basis, are documented as either *held by* LMI persons or made *available to* LMI persons.

Examples include:

- Construction by the local government or subrecipient of a business incubator.
- Installation of public water and sewer lines to a site to serve a new distribution warehouse.

Note the following special circumstances:

If a proposed project, such as a community center, is to provide space that will benefit the entire area but also is to provide space that targets lower income or special need clientele, then the entire project can qualify as an area benefit project OR that area data and income qualification data can be combined in proportion to the space used to demonstrate the project's overall benefit to low- and moderate-income persons.

If your project is close to the descriptions provided but uncertainty still exists, contact the CDBG Program to discuss your proposal, confirm eligibility and determine specific documentation requirements.

Appendix D: 2005 Income Limits

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
ADAMS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ASOTIN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
BENTON	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
CHELAN	50	18,950	21,650	24,350	27,050	29,200	31,400	33,550	35,700
	80	30,300	34,600	38,950	43,300	46,750	50,200	53,650	57,150
CLALLAM	50	17,900	20,500	23,050	25,600	27,650	29,700	31,750	33,800
	80	28,650	32,750	36,850	40,950	44,250	47,500	50,800	54,050
CLARK	50	23,750	27,150	30,550	33,950	36,650	39,400	42,100	44,800
	80	38,000	43,450	48,900	54,300	58,650	63,000	67,350	71,700
COLUMBIA	50	18,500	21,100	23,750	26,400	28,500	30,600	32,750	34,850
	80	29,550	33,800	38,000	42,250	45,600	49,000	52,400	55,750
COWLITZ	50	19,250	22,000	24,750	27,500	29,700	31,900	34,100	36,300
	80	30,800	35,200	39,600	44,000	47,500	51,050	54,550	58,100
DOUGLAS	50	18,000	20,550	23,150	25,700	27,750	29,800	31,850	33,900
	80	28,800	32,900	37,000	41,100	44,400	47,700	51,000	54,300
FERRY	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
FRANKLIN	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850

Appendix D: 2005 Income Limits

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
GARFIELD	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850
GRANT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
GRAYS HARBOR	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ISLAND	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
JEFFERSON	50	18,650	21,300	24,000	26,650	28,800	30,900	33,050	35,200
	80	29,850	34,100	38,400	42,650	46,050	49,450	52,850	56,300
KING	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
KITSAP	50	22,250	25,400	28,600	31,750	34,300	36,850	39,350	41,900
	80	35,550	40,650	45,700	50,800	54,850	58,950	63,000	67,050
KITTITAS	50	18,850	21,550	24,250	26,950	29,100	31,250	33,400	35,550
	80	30,200	34,500	38,800	43,100	46,550	50,000	53,450	56,900
KLICKITAT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
LEWIS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700

Appendix D: 2005 Income Limits

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
LINCOLN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
MASON	50	17,600	20,150	22,650	25,200	27,200	29,200	31,200	33,250
	80	28,200	32,250	36,300	40,300	43,550	46,750	50,000	53,200
OKANOGAN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PACIFIC	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PEND OREILLE	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PIERCE	50	21,750	24,850	27,950	31,050	33,550	36,000	38,500	41,000
	80	34,800	39,750	44,700	49,700	53,650	57,650	61,600	65,600
SAN JUAN	50	21,050	24,050	27,050	30,050	32,450	34,850	37,250	39,650
	80	33,650	38,450	43,250	48,100	51,950	55,750	59,600	63,450
SKAGIT	50	19,850	22,700	25,500	28,350	30,600	32,900	35,150	37,400
	80	31,750	36,300	40,800	45,350	49,000	52,600	56,250	59,900
SKAMANIA	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850
SNOHOMISH	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
SPOKANE	50	19,100	21,850	24,550	27,300	29,500	31,650	33,850	36,050
	80	30,600	34,950	39,300	43,700	47,150	50,650	54,150	57,650

Appendix D: 2005 Income Limits

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
STEVENS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
THURSTON	50	23,150	26,450	29,750	33,050	35,700	38,350	41,000	43,650
	80	37,000	42,300	47,600	52,900	57,100	61,350	65,550	69,800
WAHKIAKUM	50	18,900	21,600	24,300	27,000	29,150	31,300	33,450	35,600
	80	30,250	34,550	38,900	43,200	46,650	50,100	53,550	57,000
WALLA WALLA	50	17,950	20,500	23,100	25,650	27,700	29,750	31,800	33,850
	80	28,750	32,850	36,950	41,050	44,300	47,600	50,900	54,150
WHATCOM	50	20,250	23,150	26,050	28,950	31,250	33,600	35,900	38,200
	80	32,400	37,050	41,700	46,300	50,050	53,750	57,450	61,150
WHITMAN	50	18,400	21,050	23,650	26,300	28,400	30,500	32,600	34,700
	80	29,450	33,650	37,850	42,100	45,450	48,800	52,200	55,550
YAKIMA	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700

APPENDIX E: RESOURCE TEAM CRITERIA

NOTE: NOT ALL CRITERIA NEED TO BE MET FOR FUNDING CONSIDERATION.

PROJECT IS LOCATED IN A:
<ul style="list-style-type: none"> • Designated Distressed Area
<ul style="list-style-type: none"> • Designated RNR Area or Rural County
<ul style="list-style-type: none"> • Designated Rural Enterprise Community
THE PROJECT:
<ul style="list-style-type: none"> • Leverages other resources
<ul style="list-style-type: none"> • Fills a funding gap
<ul style="list-style-type: none"> • Stimulates new investment and increases economic and employment opportunities for residents
<ul style="list-style-type: none"> • Contributes to diversification, expansion, or stabilization of the community's economic base
<ul style="list-style-type: none"> • Helps build or enhance local economic development capacity
<ul style="list-style-type: none"> • Is a local priority in relation to other economic development needs in the county
<ul style="list-style-type: none"> • Is ready to proceed
<ul style="list-style-type: none"> • Principally benefits low- to moderate-income people
<ul style="list-style-type: none"> • Builds on past local, federal, and/or state (including CTED) investment
<ul style="list-style-type: none"> • Is part of a strategic plan
<ul style="list-style-type: none"> • Designated priority 1, 2, or 3 on WACERT list
THE APPLICANT:
<ul style="list-style-type: none"> • If a grant has exhausted other funding options, include: rate increases, debt capacity, other grants, or loans, etc.
<ul style="list-style-type: none"> • If a loan demonstrates need for the requested level of loan participation, repayment term, and interest rate, and has the ability to repay the loan
<ul style="list-style-type: none"> • Has no unresolved audit or monitoring issues
<ul style="list-style-type: none"> • High outcome to dollar invested ratio (e.g. jobs created or retained)
<ul style="list-style-type: none"> • Growth Management Act compliance issues related to project
IMPACT:
<ul style="list-style-type: none"> • Is part of a strategic plan
<ul style="list-style-type: none"> • High outcome to dollar invested ratio (e.g. jobs created or retained)
<ul style="list-style-type: none"> • Willingness to be accountable long term for related outcomes
<ul style="list-style-type: none"> • Removes substantial barrier to future development
<ul style="list-style-type: none"> • High need/high impact/low resource situation compared to other projects

APPENDIX F: CDBG REQUIREMENTS FOR PROCURING PROFESSIONAL SERVICES

Jurisdictions that intend to use CDBG resources to pay for professional services must follow federal procurement procedures. If you secure the services of consultants before following approved federal CDBG procurement guidelines, the consequences may include:

- Costs to the jurisdiction that will not be CDBG reimbursable.
- Project delays.
- Formal grievances from citizens and businesses that may have been excluded from the procurement process.

CDBG staff is available to assist in the federal procurement process. Written information is provided in the CDBG Management Handbook, Section 5. This document provides an overview of procurement guidelines that may be useful as a quick reference.

Advertisement requirements for professional services. Two types are allowed: Request for Statement of Qualifications (RSQ) or Request for Proposals (RFP). The methods are outlined below:

- Publish a request for statement of qualifications (RSQ method) announcement on each occasion when professional services are required;
- Publish a request for qualifications announcement annually in each category of service required by the jurisdiction. (In those instances where the jurisdiction completed the RSQ process prior to receiving the CDBG award, the CDBG funded project must fall within one of the general categories of projects listed in the earlier advertisement and meet all of the CDBG procurement requirements.)
- Publish a request for proposals (RFP method) that specifies the type of project, anticipated start date, and lists evaluation criteria with relative importance that will be used to rank proposals.

The following statements must be included in the advertisement for both methods.

- The (City or County) of _____ is an Equal Opportunity and Affirmative Action Employer.
- Minority- and women-owned firms are encouraged to submit statement or proposals.
- This project may be (funded or partially funded) through the state of Washington Community Development Block Grant Program with federal funds.

The RFP or RSQ advertisement must be publicized, at a minimum, once a week for two weeks in a major newspaper of general circulation. At least 14 calendar days from the last publication must be allowed for respondents to prepare and submit their proposal or statement of qualifications.

- Using the RSQ method, at least three statements of qualifications must be received to have competitive procurement.
- Using the RFP method, at least two qualified proposals must be received to have competitive procurement.

Steps must be taken to encourage minority- and women-owned business enterprises (MWBE) and small business participation during the procurement process. These affirmative steps must be included at a minimum:

- Develop an inventory of any local minority- and women-owned businesses providing needed services;
- Contact the state Office of Minority and Women's Business Enterprises to obtain a Directory of Certified Minority, Women's and Disadvantaged Business Enterprises;
- Send a copy of the newspaper advertisement used to publish the RSQ or RFP to a minimum of five minority- or women-owned firms taken from the local inventory and/or from the Directory of Certified Minority, Women's and Disadvantaged Business Enterprises.

Small Purchase Procedures – In those instances where services are not expected to cost over \$25,000 in the aggregate, small purchase procedures may be utilized to procure consultant services other than professional engineering or architectural services. If small purchase procurement is used, price or rate quotations or proposals must be obtained from at least three qualified sources. Efforts must be made to seek at least one quotation or proposal from a minority- and/or women-owned business enterprise. If the jurisdiction has established a lower ceiling for small purchases, then the lower ceiling should be followed. When using small purchase procedures, it is strongly recommended that selected firm's references and ability to perform be thoroughly checked.

For more information on consultant selection/contracting in relation to the CDBG-funded programs, please contact Janice Roderick (360) 725-3013 or by e-mail at janicer@cted.wa.gov or Dan Riebli at (360) 725-3017 or by e-mail at Danr@cted.wa.gov.